

## ***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Budget  
Tuesday, March 9, 2021  
5:30 PM***

*Conducted by Remote Participation*

*<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>*

### *Open Meeting*

*You are invited to a Zoom webinar.*

*When: Mar 9, 2021 05:30 PM Eastern Time (US and Canada)*

*Topic: School Committee Budget subcommittee, Tuesday, March 9, 2021, 5:30 p.m.*

*Register in advance for this webinar:*

*[https://us02web.zoom.us/webinar/register/WN\\_qbpc7zHxSaiHSdKnyxqh0A](https://us02web.zoom.us/webinar/register/WN_qbpc7zHxSaiHSdKnyxqh0A)*

*After registering, you will receive a confirmation email containing information about joining the webinar.*

### *FY 22 Budget (and potentially FY 23 Budget)*

- *FY22 Superintendent's Budget*
- *FY 22 requests*
- *Funding status for FY 22*
- *How to address decreased enrollment / Long Range Plan?*
- *Other funding needs for FY22, FY23*

### *Planning FinComm presentation for 3/31*

- *FY 20, FY21 finances*

### *EDCO*

### *FY 21 Budget update*

### *Approval of minutes*

### *New business*

### *Old business*

*Adjournment*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Kirsi Allison-Ampe, MD, Chair*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) in advance of the meeting.



## Town of Arlington, Massachusetts

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### Meeting Location

#### Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote Meeting script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation checklist
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

## DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

### Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

### Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

### For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

### Meeting Materials

**\*For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

**\*For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

### Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
  - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
  - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]

## REMOTE PARTICIPATION MEETING CHECKLIST

### In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

### Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

### For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

### During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

### Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members





**Town of Arlington  
Legal Department**

Douglas W. Heim  
Town Counsel

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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,  
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

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Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.<sup>1</sup> Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

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<sup>1</sup> Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



## **Town of Arlington, Massachusetts**

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### **Open Meeting**

#### **Summary:**

You are invited to a Zoom webinar.

When: Mar 9, 2021 05:30 PM Eastern Time (US and Canada)

Topic: School Committee Budget subcommittee, Tuesday, March 9, 2021, 5:30 p.m.

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## **Town of Arlington, Massachusetts**

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### **FY 22 Budget (and potentially FY 23 Budget)**

#### **Summary:**

- FY22 Superintendent's Budget
- FY 22 requests
- Funding status for FY 22
- How to address decreased enrollment / Long Range Plan?
- Other funding needs for FY22, FY23



## **Town of Arlington, Massachusetts**

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**Planning FinComm presentation for 3/31**

**Summary:**

- FY 20, FY21 finances



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## Town of Arlington, Massachusetts

**EDCO**



## **Town of Arlington, Massachusetts**

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**FY 21 Budget update**



## Town of Arlington, Massachusetts

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### Approval of minutes

#### ATTACHMENTS:

Type	File Name	Description
▢ Minutes	1_25_21_Budget_minutes_2_23_2021.pdf	1 25 2021 Budget Minutes
▢ Minutes	12_16_2020_budget_minutes_2_23_21.pdf	12 16 2020 Budget minutes



Budget Subcommittee  
Arlington School Committee

Meeting Minutes

Monday, January 25th, 2021, 1:00 p.m.

Meeting held remotely via Zoom.

**Attendance**

Subcommittee Members: Kirsy Allison-Ampe, Len Kardon, Jane Morgan

Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO, Roderick

McNeal, Assistant Superintendent

Additional: Paul Schlichtman and Liz Exton, School Committee, Dean Carman, Finance Committee

The meeting was called to order at 1:00 p.m.

**Public Comment – none**

**Budget calendar updates**

MM: because of Long Range Plan schedule and lack of decision about final budget number, he and KB are discussing alternative presentations of the budget. The current plan is to distribute a shortened version on 2/5/21, that includes various prioritized buckets of items to be added if funds allow. Additionally, they would prefer that the formal presentation to School Committee be moved to 2/25/21. The subcommittee was comfortable with these changes given the circumstances. The presentation to Finance Committee was also discussed and DC will schedule it for 3/31/21.

**Motion** to recommend to the full School Committee to amend the Budget calendar to move the Budget presentation from 2/11/21 to 2/25/21 made by LK, 2<sup>nd</sup> JM, passed 3-0 via roll call vote.

**FY22 Budget**

MM: haven't heard anything new yet, still waiting on Governor's budget due on 1/27/21. Town officials hoping to come to LRP meeting 2/5/21 with budget proposal. No additional documentation created yet.

KB: worked over weekend re matching requests to budget; currently requests cost significantly more than funding formula would suggest APS receive. They are going through process to begin designating which are highest priorities. Plan is to do it by buckets, to capture what could be added in if funding allows.

LK: Town Manager's budget released today, shows \$460k owed school is repaid over next two years. Funding formula is similar to what DC had proposed several weeks ago, with \$0 allocated to schools for growth factor, but rather these funds put into FinComm reserve. KB expressed concern that it is not clear how this will work re timing. The

subcommittee expressed a desire that additional needs due to COVID/post-pandemic education be identified in budget such that they could demonstrate a need for higher funding (from reserve fund) if base budget does not allow for their inclusion.

KB: expectation is for high enrollment growth next year and expectation for fall is that all students will return full time in person, though of course there are caveats.

The subcommittee preferred that lists of unfunded contingent needs be prepared, for example, if enrollment bounces back, or to address remediation, or if have to continue remote schooling for some students. It is also important to communicate what plan for fall will be. In terms of when additional funding decisions would need to be made (for example, transfers out of reserve), KB felt mid April was best time to start hiring.

PS shared information about Greenfield Virtual School, which is considering doing some collaborations with districts re remote learning.

### **FY21 Budget update**

MM: see report which will also go to full SC on Thursday. There is also some confusion as to when some federal COVID funds can be spent – DESE says spend funds before 6/21 except for extenuating circumstances; federal government says can spend funds until 12/21. He would like committee to contact local representatives to help get this clarified.

### **COVID testing costs - past, future**

MM: total costs currently ~\$172k. Some invoices may still be outstanding. Going forward, pooled testing (allows for testing of both staff and students, all who desire it) will cost \$26k per week for 16 weeks = ~\$367k. Still figuring out funding source because of issue listed above. He will create updated separate memo including this information.

### **Enrollment (old business)**

- PS requested that next year's enrollment begin early, to provide timely data
- MM said that enrollment forecast by vendor is underway, takes into account changes seen across country associated with COVID, hopefully available soon.

### **Approval of minutes**

**Motion** to approve minutes of 11/10/20 and 1/6/21 as presented made by LK, 2<sup>nd</sup> by JM, passed 3-0 via roll call vote.

### **Adjournment**

JM **moved** to adjourn, 2<sup>nd</sup> by LK, passed 3-0 via roll call vote. Meeting adjourned 2:00p.m.

Budget Subcommittee  
Arlington School Committee

Meeting Minutes

Wednesday, December 16th, 2020, 2 p.m.

Meeting held remotely via Zoom.

**Attendance**

Subcommittee Members: Kirsy Allison-Ampe, Len Kardon, Jane Morgan  
Administration: Kathleen Bodie, Superintendent, Michael Mason, CFO, Roderick McNeal, Assistant Superintendent  
Additional: Dean Carman, Finance Committee

The meeting was called to order at 2 p.m.

**Public Comment – none**

**FY22 Budget**

*Enrollment breakdown*

MM presented a chart showing the results of their research into why students have left the district. The subcommittee greatly appreciated the detail and the extent to which all respondent results were captured. MM and KAA will work to create a version to be used at next week's Long Range Plan meeting.

*Remediation/Other needs*

MM presented another chart describing the district's first pass at the staffing and materials for remediation and other needs next year, with approximate costs. It includes a combination of COVID and other needs. The subcommittee appreciated the chart and felt it was helpful but did not feel it appropriate to present next week at LRP since the full School Committee has not had a chance to review, react, or amend it.

There was also discussion about the mechanics of creating the budget document for FY22 given that we are currently in negotiations.

**New Business - Job Description**

Position is for School Budget Analyst, to be discussed at next SC meeting.

Role: "to provide administrative, financial, and operation support to the Chief Financial Officer and departments that interface with the school business office." MM spoke to position and answered subcommittee questions, explaining that there was a need for additional staff to be able to respond in timely fashion, given increased tech. Subcommittee agreed that this was good addition.

Motion to recommend to the full School Committee to support the creation of this position, made by JM, 2<sup>nd</sup> by LK, passed 3-0 via roll call vote.

**FY21 Budget update**

MM reported that they are in process of doing drawdown on CDBG funds. He also discussed other COVID funding.

**Student Activity Accounts audit**

MM still drafting final solution; will draft memo re account and separate resolution later.

**Athletic fee status**

Some parents have complained re same fees being charged while hockey ice time has decreased. MM, Athletic Director and consultant are reviewing fees, as well as FY19 spending.

The subcommittee also wondered if the Athletic Director was going to be ready to create and implement an athletic fee restructuring this spring. MM pointed out that one important assumption was whether the restructuring would be budget neutral or not.

There were no **minutes** to approve.

Meeting adjourned at 3:15pm, after **motion** made by JM, 2<sup>nd</sup> LK, passed 3-0 via roll call vote.



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## **Town of Arlington, Massachusetts**

**New business**



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## **Town of Arlington, Massachusetts**

**Old business**



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## **Town of Arlington, Massachusetts**

**Adjournment**



## **Town of Arlington, Massachusetts**

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**Submitted by Kirsi Allison-Ampe, MD, Chair**